

**WRITER-EDITOR
GS-1082-9**

**ADMINISTRATIVE
SUPPORT**

Writer/ Editor, GS- 1082-09

INTRODUCTION

This position is located in the Command Support Department, Naval Air Station, Lemoore, California. Its purpose is to develop and execute the programs of command information/internal relations which consists of writing, editing and managing the station's publications. The incumbent participates with, advises and assists the Public Affairs Officer.

DUTIES

Directs the publication of the station's weekly newspaper, Welcome Aboard book, phone directory, station map, operates cable channel 42, and Electronic Bulletin board. Acquires information from various sources, analyzes and selects facts pertinent for presentation. Performs research, selects format, performs layout, reviews proofs, coordinates with publisher about delivery. Technical advisor on bid selection committee for above publications. Coordinates photography for above publications.

Station weekly newspaper. Solicits input from all NAS and tenant commands. Rewrites and edits news and features from internal Navy sources, and releases from external sources. Writes news, features and commentaries. Designs/lays out pages. Coordinates with contract publisher on all aspects of production and delivery.

Welcome Aboard Book/Station Map. Acquires/updates information, selects formats, designs publication, performs research and layout, obtains photography, review proofs, coordinates with publisher about delivery.

Edits Command History. Coordinates final printing/ publication of Economic Impact, Vital Statistics and Command History, as well as other publications that may be required of the public affairs office.

Operates photographic equipment, directs supervised or contract writers/photographers, or coordinates with the Photo Lab (Fleet Imaging) for photographs. Briefs photographers on subject matter, background, focus and appeal.

Instructs Ombudsmen, collateral PAOs' stringers, photographers, schools and various other interest groups in communication and photographic principles, practices, techniques and methods.

Advises public affairs office staff on writing assignments for the various station publications. Serves in an advisory capacity to the public affairs officers of all tenant activities attached to Naval Air Station, Lemoore.

Develops and maintains friendly and productive relationships with representatives of the community- Establishes effective contacts with community officials, chambers of commerce and leading private citizens of the area in order to create good relations between Naval Air Station Lemoore and surrounding communities.

Informs PAO about the degree of knowledge and general understanding of the public information program shown by interested or affected members of the general public in communities affected by the air station. Develops and implements information activities that will satisfy this community's need for information.

Keeps members of community organizations informed of activities of the Naval Air Station that may affect them socially or economically, such as noise, proposed

construction, reductions or increases in population, or change of functions. Corrects rumors on what the community reaction to the information is likely to be. Keeps PAO informed of activities of the community that may encroachment, zoning, annexation, conflicting economic/social events.

Arranges guided tours of Naval Air Station Lemoore for various adult and school groups. Arrangements include obtaining the appropriate clearances, planning the itinerary, providing transportation on station, appointing and supervising the tour escort program, and provisions for eating and sleeping facilities, if required.

Responds orally to requests for information by determining the nature of the data required, and collecting and assembling the material using the appropriate format and style based on needs and organization practices.

Works closely with community groups and organizations in planning and coordinating special projects and annual events. Requests include items such as color guard details, firing details, static displays, parade floats, Navy films, uniforms/costumes, parachutes, etc.

Provides assistance to Public Affairs Officers of all tenant activities attached to Naval Air Station, Lemoore in regard to community relations, tours, speaking engagements, Change of Command ceremonies, awards and ceremonies, and Hometown News.

Factor 1. Knowledge required by the position

Knowledge of the principles and methods of mass print communication media and skill in applying principles and using methods in conducting and internal information program providing various audiences with relevant Navy news and necessary information.

Knowledge of modern newspaper layout technique using any acceptable pagination software for Metro/Broadsheet newspapers, as well as photo sizing/scanning programs.

Knowledge of the technical advantages and disadvantages of various formats, styles and media. Requires extensive knowledge of editorial discipline to ensure conformity to established journalistic and Department of Navy standards in regards to grammar, style, format, typography and layout. Advanced skills in using various computer hardware and software. Skills in the areas of color enhancement, photo scanning, retouching, type creation, slide/print/negative scanning, and video capture. Knowledge of electronic prepress requirements such as color and magazine production.

Skill in evaluating the news value or communication potential of visual material including photographs and illustrations.

Skill in developing new information materials beyond the station newspaper, including Welcome Aboard Book, and Station Map.

Skill in interviewing a variety of people and gathering information from many different sources.

Skill in conducting classes to instruct Ombudsmen, collateral PAOs' schools and various other interest groups in communication principles, practices, techniques and methods, and how to write in the journalistic style.

Knowledge of communication principles, methods and techniques, and skill in applying this knowledge to development of community relations campaigns conveying information to solicit audiences interested or affected by the organizational program. Includes:

Skill in interacting and dealing with variety of community publics and all levels of federal, state and local offices for the purpose of establishing and maintaining effective working relationships with these groups as interested in or affected by Navy/air station programs or policies.

Factor 2. Supervisory controls

Performs duties independently, with review of finished product (weekly newspaper) the norm; general, mission type guidance.

Confers with PAO on proper handling of sensitive issues according to chain of command wishes on case by case basis (mishaps, major felony crimes, environmental issues, e.g.).

Confers with PAO in joint development of style, theme and content of Welcome Aboard Book, and station Map though major effort and ideas are the incumbent's.

Recurring assignments carried out independently in accordance with established procedures. New or special projects discussed with supervisor in terms of objectives to be anticipated and reached, and resources available; incumbent develops POA&M and accompanying deadlines.

Completed work is reviewed in terms of satisfying expected results of projects or assignments, responsiveness and conformance with objectives.

Acts as PAO in his absence, with full discretionary functions in media, community and internal relations, emergency decision making and interpretation of Navy public information policy.

Factor 3. Guidelines

Guidelines including operating instructions, public affairs manuals, DoD, Naval and local policies and regulations, and standard Navy public affairs practices and precedents are readily available and generally applicable to situations encountered, although some gaps exist in specific areas.

For routine work situations, the public affairs specialist independently selects, interprets and applies the guidelines and adapts them to suit specific situations not directly covered by the guidelines. In addition, the specialist interprets and applies guidelines and precedents in unusual situations for which there are no precedents, without assistance from others. The specialist must exercise considerable judgement in interpreting and adopting existing precedents and using them as foundation for the development of new approaches that coordinate and integrate various aspects of Navy/air station matters to create a unified community relations strategy plan.

Factor 4. Complexity

For the weekly newspaper, involves collecting information, interviewing subjects, newspaper writing, editing and layout techniques. For Welcome Aboard Book, and map involves brochure and magazine techniques. Material selected must fulfill internal information requirements for active duty, dependents, civilian employees, Navy reservists and retirees.

Needs of wider audiences must be considered, as incumbent provides input for national navy magazines and national newspapers, and provides story ideas to the PAO for local media.

The work requires identifying the public's information needs and developing materials that will communicate Navy/air station programs to publics whose goals and interests are in accord with those of the Navy but who have varying levels of understanding of programs, policies and activities.

Factor 5. Scope and effect

Involves recurring duties with standard public affairs matters such as editing an 8 to 18 page broadsheet commercial enterprise newspaper on a weekly basis (51 weeks a year).

Work affects how the internal and community audiences see the Navy and can have vast immediate effects performed wrongly, and can greatly influence for the good if handled properly.

The station weekly newspaper is the main source of military news and information to military and their families, and the civilian employees.

Welcome Aboard Book and Map present NAS Lemoore to incoming personnel who have received orders, and informs them about the air station and its facilities.

The Command History is the archival official history of the air station at the Department of the Navy.

Factor 6. Personal contacts

Routine weekly paper: Within office, to peers and subordinates. Within the command, the Commanding Officer, Executive Officer, department and division heads. On the station, over 24 tenant activity collateral PAOs (Strike Fighter Wing, squadrons, hospital, SeaBees, Red Cross, etc.). Higher Navy echelons (AirPac, NavAirSysCom, CHINFO, etc.). Government and civic organizations (CHP, city and county governments, Chambers of Commerce, etc.).

For bidding process on newspaper and Welcome Aboard Book/Map coordinates portions of selection committee set up and acts as technical advisor to selection committee about the various bidders/publishers and their capabilities.

Contacts national and international VEP visitors for interviews and photography.

Factor 7. Purpose of contact

Weekly newspaper: To coordinate information flow, assignments, development of new story ideas with stringers, contract employees and collateral PAOS. To coordinate with contract publisher on number of pages and copy vs. advertising ratio. To coordinate stories from all sources with the originators/subject of the story. Tact and persuasion necessary to persuade influential individuals that their story merits a page 3 or page 5 presentation rather than half the from page.

Welcome Aboard Book/Map: to advise on/coordinate copy, photography and layout; to obtain input; to ensure production and delivery.

Factor 8. Physical demands

Work is usually sedentary. No unusual physical demands. Some prolonged standing on newspaper layout day each week is required by industrial layout setting of contract publisher.

Factor 9. Work environment

Work is generally performed in an office setting involves normal, everyday risks and discomforts. Some driving to obtain interviews and photography is required. Occasional exposure to severe weather or working around high decibel machinery or aircraft to gather information, interview subjects or obtain photography.

Factor 10. Security clearance

No security clearance is needed.